



Manager of Financial Services

Tennessee Department of Treasury

To apply, submit your resume to: Treasury.Resumes@tn.gov

The Tennessee Department of Treasury impacts the lives of Tennesseans every day. Treasury is responsible for many of the financial operations of state government, including managing more than \$50 billion in assets through its various investment programs. We administer the State's Retirement Program, *RetireReadyTN*, which combines the state pension plan, Tennessee Consolidated Retirement System, and the State's Deferred Compensation plan. Treasury serves all Tennesseans by helping to educate and empower them to make smart financial choices, and by providing public-serving programs in the areas of college savings, financial literacy, unclaimed property, criminal injuries compensation, and more.

Job Overview:

This position is responsible for daily, weekly, and monthly payroll, maintenance of member records, and processing of survivor benefits.

Key Responsibilities:

- Manages the overall operations of the monthly and supplemental retirement payroll, utilizing the Concord system (statewide retirement system). This includes reviewing payroll reconciliation reports and insurance deductions.
- Oversees the processing of 1099-Rs for retired and refunded members, and the reconciliation of gross payroll and withholding for reporting to the IRS.
- Oversees the reconciliation of refund expenditures to general ledger and the reconciliation of total refunds and withholding for reporting to the IRS.
- Manages and oversees the actuarial valuation and experience study including preparation of statistical information and reconciliation of Tennessee Consolidated Retirement System (TCRS) asset balances for the purpose of actuarial valuation.
- Performs the review of the annual financial report.
- Manages and oversees the operations of the deceased benefits section for both active and retired members.
- Manages and oversees the operations of the refunds section and approves the disbursement of funds for the refund of member contributions.
- Manages beneficiary designations and changes to the active employee records.
- Participates in the improvement and development of systems; answers inquires of unusual nature; determines short and long range goals and objectives; and performs other duties as assigned by the Director or Assistant Director of Retirement.

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Minimum Qualifications:

- Graduation from an accredited four-year college or university with a degree in accounting, business administration, economics, finance, or related field.
- Five years of experience and four years in a supervisory position.
- A thorough knowledge of retirement laws and procedures, strong analytical skills, and excellent written and oral communication skills are required.

Preferred Qualifications:

- A Certified Public Accountant (CPA) designation strongly preferred.
- A CPA candidate that has passed a portion(s) of the CPA exam will be considered.

The State of Tennessee is an Equal Opportunity Employer.

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